

WELCOME TO
THE ARIZONA DEPARTMENT
OF
TRANSPORTATION
JOINT PROJECT AGREEMENT
INSTRUCTIONAL GUIDE
FOR
COMPREHENSIVE AGREEMENT RESOURCE
(CAR)

What you'll need before initiating an Agreement in CAR!

- CAR Access –
 - a.) Complete the Computer Access Request Form (CARF)(located on Intranet under forms)
 - b.) Schedule CAR training contact CAR Administrator
 - c.) CAR Instruction Manual - <http://car/default.aspx>
- Type of Agreement
- ADOT Project No. (Complete Project Master before initiating, if Project No. is applicable to the Agreement)
- Federal Project No.
- TIP/STIP No.
- Budget Source Item No. (if applicable)
- How is the Project being Funded?
 - a.) State
 - b.) Federal/Local Match
 - c.) Federal/State Match
- Project Breakdown Cost (if applicable)

➤ Project Contacts/Team Members

- 1.) Project Manager
- 2.) Finance (always the PM)
- 3.) R/W (always John Eckhardt)
- 4.) Any Team Member you would like to review the Agreement
- 5.) Entity and Entity Point of Contact

➤ Scope of Work – Purpose of the Agreement

- 1.) What type of Project is the Agreement for?
- 2.) What does the Project consist of?

Design	Procurement
Construction	Installation
Design & Construction	Procurement & Installation
Maintenance	
- 3.) Project Location (i.e. Milepost etc.)?
- 4.) Who will administer the Project (i.e. State and/or Entity)?
- 5.) Who is responsible for what?
- 6.) If there is maintenance work involved, who is responsible for the maintenance?
- 7.) What is the maintenance scope? (water, landscape, sidewalks, graffiti, equipment, electrical costs, etc.?)
- 8.) Who is handling the Right of Way acquisition? (if applicable)
- 9.) Is there abandonment? Transfer of right-of-way?
- 10.) Are Temporary Construction Easements (TCE) required?

HOW DO I INITIATE A NEW AGREEMENT IN THE CAR SYSTEM?

Go to the intranet, type in [HTTP://CAR/](http://CAR/), CLICK on download shortcut, CLICK on DASHBOARD, select ADD AGREEMENT.

The screenshot shows a web browser window with the address bar displaying "ADOT - Comprehensive Agreement...". The page header features the ADOT logo, the text "Comprehensive Agreement Resource", and a welcome message: "Welcome Anita Colebrooke! Current Environment: Production". The date and time "7/22/2014 10:17 AM" are shown in the top right. A navigation menu on the left includes "Dashboard" and "Document Search". Under "Document Search", a dropdown menu is open, showing options: "Entities & Contacts", "Add Agreement" (highlighted), "Agreement Search", "eCMS Search", "Notices", and "Add Existing Active Agreement". A "Download Shortcut" button is visible in the top right of the main content area. The main content area has a purple background and contains the text "DEPARTMENT-WIDE AGREEMENT POLICY". Below this, a message states: "We are here to help you and to make sure the Agreement Process is as smooth and efficient as possible. Please email ADOTCAR support if you have any questions or suggestions." A section titled "Non-Urgent Messages" contains three bullet points: "We have a DUNS number website so you can locate the DUNS number. DUNS number refers to a unique nine-digit Data Universal Numbering System (DUNS). The website will email you the number very quickly. <http://mycredit.dnb.com/search-for-duns-number/>", "Project Managers - At the request of JPA, if available, please attach 'SCOPE OF WORK' and TIP/STIP documentation to your agreements. We appreciate all that you do!", and "Need Help? Contact Jeff Aiazzi jaiazzi@azdot.gov or Arlene Rojas arolas@azdot.gov or use the ADOTCAR Link highlighted above."

Select the type of Agreement PROJECT or NON-PROJECT.

The screenshot shows a web browser window with the title "ADOT - Comprehensive Agreement...". The browser's address bar and menu bar are visible. The page header features the ADOT logo, the text "Comprehensive Agreement Resource", a welcome message "Welcome Anita Colebrooke! Current Environment: Production", and a timestamp "7/22/2014 12:35 PM". Below the header, there are two tabs: "Dashboard" and "Document Search". The main content area is titled "Add New Agreement" and contains three separate form panels, each with a question mark icon in the top right corner.

ADOT Project Number Agreements

ADOT Project Number:

Non ADOT Project Number Agreement

Datalink Agreement

Datalink Company:

If you have a Project No., enter & select the Project Number from the drop-down list.

The screenshot shows a web browser window titled "ADOT - Comprehensive Agreement...". The page header includes the ADOT logo, "Comprehensive Agreement Resource", a welcome message "Welcome Anita Colebrooke!", the current environment "Production", and the date/time "7/22/2014 12:35 PM". Below the header, there are tabs for "Dashboard" and "Document Search". The main content area is titled "Add New Agreement" and contains three panels:

- ADOT Project Number Agreements**: This panel has a label "ADOT Project Number:" followed by a dropdown menu. The menu is open, showing a list of project numbers: B04AV012, B04AV025, B04AV045, B04AZ013, B04ES011, B04ES021, B04ES031, B04ES041, B04ES053, and B04ES063.
- Non ADOT Project Number Agreement**: This panel is currently empty and has an "Add Agreement" button at the bottom.
- Datalink Agreement**: This panel has a label "Datalink Company:" followed by a dropdown menu labeled "Company Name". It also has an "Add Agreement" button at the bottom.

If a Project No. is not associated with the Agreement, select Non-Project Agreement, and click on Add Agreement.

ADOT - Comprehensive Agreement Resource - Microsoft Internet Explorer provided by ADOT

http://car/Agreements/AddAgreement.aspx

File Edit View Favorites Tools Help x Convert Select

Favorites Free Hotmail Web Slice Gallery

ADOT - Comprehensive Agreement...

ADOT Comprehensive Agreement Resource

Welcome Cynthia Childers!

Current Environment: Production

8/6/2014 8:15 AM

Dashboard Document Search

Add New Agreement

ADOT Project Number Agreements

ADOT Project Number:

Project Number

Add Agreement

Non ADOT Project Number Agreement

Add Agreement

Datalink Agreement

Datalink Company:

Company Name

Add Agreement

To Initiate and Submit a NON-PROJECT Agreement continue with the following steps.

To Initiate and Submit a PROJECT Agreement, go to page 25.

Non-Project

Click on Agreement Category and select type of Agreement from the drop-down list.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The header includes the ADOT logo, the text "Comprehensive Agreement Resource", a welcome message "Welcome Cynthia Childers!", and the current environment "Production". The date and time "8/6/2014 8:42 AM" are shown in the top right corner. The main navigation bar has tabs for "Dashboard" and "Documents". The left sidebar shows a tree view with "Agreement", "Non-Project", and "Agreement" (selected). A dropdown menu is open for "Agreement Category", listing options: CON, ECS, GEN, GRT, IGA, ISA, JPA, LA/LOI, LES, LIC, LON, MOA, MOU, and URR. The main form area contains several fields and sections:

- Initiated Date:** [Text field]
- Submitted Date:** [Text field]
- Executed Date:** [Text field]
- Last Modified Date:** [Text field]
- Closed Date:** [Text field]
- Status:** [Text field]
- * Agreement Category:** [Dropdown menu]
- * Agreement Type:** [Dropdown menu]
- * Additional Details Type:** [Dropdown menu]
- * Originating Org:** [Dropdown menu]
- * Information Exchange:** [Dropdown menu]
- Pool Fund:** [Checkbox]
- Duration:** [Text field]
- AG Contract #:** [Text field]
- Scheduled Close Date:** [Text field]
- Related MOU/Other:** [Text field]
- Internal Agreement #:** [Text field]
- Statutory Type:** [Dropdown menu]
- Certification Acceptance:** [Checkbox]
- Abandonment:** [Checkbox]

Non-Project

Click on Agreement Type, select the type of Project.

The screenshot shows the ADOT Comprehensive Agreement Resource web application. The browser window title is "Non-Project". The page has a green header with the ADOT logo and "Comprehensive Agreement Resource". A "Welcome" message is visible. The main content area has a purple background. On the left, there are tabs for "Dashboard" and "Document Search". Below these, there are sections for "Agreement", "Non-Project", and "Agreement". The "Agreement" section is active. The form contains several fields: "Initiated Date:", "Submitted Date:", "Executed Date:", "Last Modified Date:", "Agreement Category:" (with a dropdown menu showing "JPA"), "Agreement Type:" (with a dropdown menu open showing a list of options), "Originating Org:" (with a dropdown menu showing "Originating Org"), "Information Exchange:" (with a dropdown menu showing "Please select..."), "Duration:", "Scheduled Close Date:" (with a calendar icon), "Statutory Type:" (with a dropdown menu showing "Please select..."), "AG Contract #:", "Related MOU/Other:", "Pool Fund:" (with a checkbox), and "Internal Agreement #:". The "Agreement Type" dropdown menu is open, showing a list of options: Enforcement, Government Non-Arizona State, Government-Arizona State, Highway, Landscape, Lease, Local Government Pass Through, Maintenance, Mitigation, MPD-Pass Through, MVD (Datalink), MVD (EDS), Other, Railroad, Right Of Way, Safety Program, Traffic Signals & Lighting & Maint, and Utilities. The "Landscape" option is selected. The "Details Type:" dropdown menu is also visible, showing "Additional Details".

ADOT Comprehensive Agreement Resource

Welcome

Environment:

8/6/2014 8:42 AM

Dashboard Document Search

Agreement
Non-Project
Agreement

Initiated Date: Executed Date:
Submitted Date: Last Modified Date:

* Agreement Category: JPA
* Agreement Type: Landscape
* Originating Org: Originating Org
* Information Exchange: Please select...
Duration: AG Contract #:
Scheduled Close Date: Related MOU/Other:
Statutory Type: Please select... Pool Fund: Internal Agreement #:

Details Type: Additional Details

Non-Project

Click on Additional Details and select as appropriate.

The screenshot shows a web application interface for ADOT's Comprehensive Agreement Resource. The browser window title is "Non-Project". The page header includes the ADOT logo, "Comprehensive Agreement Resource", and a welcome message "Welcome Cynthia Childers!". The date and time "8/6/2014 8:42 AM" are displayed in the top right. The main navigation bar has "Dashboard" and "Document Search" tabs. The "Agreement" section is active, with "Non-Project" and "Agreement" sub-sections. A dropdown menu is open, showing a list of categories: Economic Strength Program, Enhancements, Environmental, HSIP, HURF, Landscape, Other, Planning, Rail, Research, Right Of Way, Roadway/Highway, SRTS, Study, Sustainability, Traffic Signals/Lighting (Electrical), Transit, and Utility and Railroad. The form fields include: Initiated Date, Submitted Date, Executed Date, Last Modified Date, Agreement Category (JPA), Agreement Type (Landscape), Originating Org (Originating Org), Information Exchange (Please select...), Duration, AG Contract #, Scheduled Close Date, Related MOU/Other, Statutory Type (Please select...), Internal Agreement #, Certification Acceptance, and Abandonment.

Non-Project

ADOT Comprehensive Agreement Resource

Welcome Cynthia Childers!

8/6/2014 8:42 AM

Dashboard Document Search

Agreement
Non-Project
Agreement

Initiated Date: Executed Date: C
Submitted Date: Last Modified Date: S

* Agreement Category: JPA * Agreement Type: Landscape
* Originating Org: Originating Org * Information Exchange: Please select...
Duration: AG Contract #: Internal Agreement #:
Scheduled Close Date: Related MOU/Other:
Statutory Type: Please select...
Certification Acceptance: Abandonment:

Economic Strength Program
Enhancements
Environmental
HSIP
HURF
Landscape
Other
Planning
Rail
Research
Right Of Way
Roadway/Highway
SRTS
Study
Sustainability
Traffic Signals/Lighting (Electrical)
Transit
Utility and Railroad

Non-Project

CLICK on Originating Org and select your Org from the drop-down list.

The screenshot shows the ADOT Comprehensive Non-Project form. The 'Originating Org' dropdown menu is open, displaying a list of organizations. The form includes various input fields and checkboxes for project details.

ADOT Comprehensive

Non-Project

Originating Org List:

- 7873 UNIVERSITY ROAD MAINT
- 7874 MESA ROAD MAINT
- 7875 DURANGO ROAD MAINT
- 7878 PHX MAINT ROADWAY CONTRACTS
- 7880 MESA LANDSCAPE MAINT
- 7881 DURANGO LANDSCAPE MAINT
- 7882 BROADWAY LANDSCAPE MAINT
- 7883 AVONDALE LANDSCAPE MAINT
- 7884 DIST LANDSCAPE MAINT ADMIN
- 7885 NORTH LANDSCAPE MAINT
- 7886 PHX MAINT RARF LANDSCAPING
- 7887 PHX MAINT RARF LITTER
- 7888 PHX MAINT RARF SWEEPING
- 7889 PHX MAINT LANDSCAPE CONTRACTS
- 7890 DISTRICT BLUESTAKE
- 7891 ROADWAY PUMP MAINT
- 7892 FREEWAY TUNNEL MAINT
- 7893 PHX REG S/L OPER-MAINT
- 7894 ITS - INTELLIGENT TRANS. SYS.

Form Fields:

- Initiated Date:** [Text Field]
- Submitted Date:** [Text Field]
- * Agreement Category:** [Dropdown Menu]
- * Originating Org:** [Dropdown Menu]
- * Information Exchange:** [Text Field]
- Duration:** [Text Field]
- Scheduled Close Date:** [Text Field]
- Statutory Type:** [Dropdown Menu]
- Certification Acceptance:** ☐
- AG Contract #:** [Text Field]
- Related MOU/Other:** [Text Field]
- Abandonment:** ☐
- Closed Date:** [Text Field]
- Status:** [Text Field]
- * Additional Details Type:** [Dropdown Menu]
- Pool Fund:** ☐
- Internal Agreement #:** [Text Field]

Current Environment: Production

Date/Time: 8/6/2014 8:42 AM

Non-Project

Click on the Information Exchange and select 'NO'. (Only Datalink agreements select 'YES')

The screenshot shows a web browser window with the title "Non-Project". The page header includes the ADOT logo, "Comprehensive Agreement Resource", a welcome message "Welcome Cynthia Childers!", and "Current Environment: Production". The date and time "8/6/2014 8:42 AM" are displayed. Below the header, there are tabs for "Dashboard" and "Document Search". The main content area is titled "Agreement Non-Project Agreement". It contains a form with various fields for entering agreement details. The form is organized into three columns and several rows. Fields include dates (Initiated, Executed, Closed, Submitted, Last Modified), agreement categories (Agreement Category, Agreement Type, Additional Details Type), originating organization (Originating Org), duration, scheduled close date, statutory type, certification acceptance, information exchange (Yes/No), pool fund, AG contract number, related MOU/other, internal agreement number, and abandonment.

Initiated Date:	Executed Date:	Closed Date:
Submitted Date:	Last Modified Date:	Status:
* Agreement Category: JPA	* Agreement Type: Landscape	* Additional Details Type: Other
* Originating Org: 7883 AVONDALE	* Information Exchange: No	Pool Fund: <input type="checkbox"/>
Duration:	AG Contract #:	Internal Agreement #:
Scheduled Close Date:	Related MOU/Other:	
Statutory Type: Please select...	Abandonment: <input type="checkbox"/>	
Certification Acceptance: <input type="checkbox"/>		

Non-Project

Click on the Program Manager box and select the Program Manager from the drop-down list.

Non-Project

Agreement
Non-Project

Agreement **Contact**

Initiated Date:
Submitted Date:

* Agreement Category:
* Originating Org:

Duration:
Scheduled Close Date:

Statutory Type:
Certification Accepted:

County:

* Program Manager:

Debra Mabry
Diana Armijo
Donovan Turner
Edward Ochmann
Estomih Kombe
Everett Goodman
George Bernal
Gloria Diggins
Holly Upshaw
J Werne
Jacquelyn Gentner
Jaime Hernandez
Jannine Demaline
Jerome Breyer
Jo Ann Nunez
John Berentz
Joseph Omer
Liliana Rubinstein
Lorry Young
Maria Amador
Mark Poppe
Melanie Duncan
Melissa Hoag
Monte Wilcox
Paul Berry
Richard Connolly
Robert Harris
Shan Chen
Cynthia Childers

Agreement Number:
JPA-14-0004626-I

et **Summary** **Approvals** **Documents**

Executed Date: **Closed Date:**

Last Modified Date: **Status:** Initiated

8/6/2014 8:56:55 AM

* Agreement Type: Landscape
* Additional Details Type: Other

* Information Exchange: No
Pool Fund: ☐

AG Contract #:

Related MOU/Other:
Internal Agreement #:

Abandonment: ☐

Division Reference #:

Enter Division ref

Org: Division: ITD Phone: (602) 712-7785 Mail Drop: 637E

**JOINT PROJECT
ADMINISTRATION**

Location: Jurisdiction: ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Open to Public Driving ☐ Partial Jurisdiction

Non-Project

Enter Project details into the 'Non-Project Type of Work' box.

Non-Project

* Agreement Category: JPA

* Agreement Type: Landscape

* Additional Details Type: Other

* Originating Org: 7883 AVONDALE

* Information Exchange: No

Pool Fund: ☐

Duration:

AG Contract #:

Scheduled Close Date:

Related MOU/Other:

Internal Agreement #:

Statutory Type: Please select...

Certification Acceptance: ☐

Abandonment: ☐

County: County

Division Reference #: Enter Division ref

Program Manager: Program Manager

Org: Division: Phone: Mail Drop:

Location Jurisdiction: ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Open to Public Driving ☐ Partial Jurisdiction

Non-Project Type of Work:

Initiate Cancel Changes

Non-Project

Click the Initiate button, at the bottom right corner of the page.

The screenshot shows a web application window titled "Non-Project". The interface is divided into several sections for data entry. At the top, there are three main categories: Agreement Category, Agreement Type, and Additional Details Type. Below these are various fields for Originating Org, Duration, Scheduled Close Date, Statutory Type, Certification Acceptance, County, Information Exchange, AG Contract #, Related MOU/Other, Pool Fund, Internal Agreement #, Abandonment, and Division Reference #. A section for Program Manager, Org, Division, Phone, and Mail Drop follows. Then, there are checkboxes for Location Jurisdiction (Full Right of Way, Location Off ATIS Map, Not Open to Public Driving, Partial Jurisdiction). A large text area for Non-Project Type of Work is at the bottom. The "Initiate" button is located at the bottom right corner of the form.

Non-Project

* Agreement Category: JPA

* Agreement Type: Landscape

* Additional Details Type: Other

* Originating Org: 7883 AVONDALE

* Information Exchange: No

Pool Fund: ☐

Duration:

AG Contract #:

Scheduled Close Date:

Related MOU/Other:

Internal Agreement #:

Statutory Type: Please select...

Certification Acceptance: ☐

Abandonment: ☐

County: County

Division Reference #: Enter Division ref

Program Manager: Program Manager

Org:

Division:

Phone:

Mail Drop:

Location Jurisdiction: ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Open to Public Driving ☐ Partial Jurisdiction

Non-Project Type of Work:

Initiate Cancel Changes

Non-Project

After clicking Initiate, an Agreement Number will be assigned and a list of tabs will be added.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The browser window title is "Non-Project". The ADOT logo is in the top left, and the text "Comprehensive Agreement Resource" is next to it. A welcome message "Welcome Korina Lopez!" and "Current Environment: TEST" are in the top right. The date and time "11/13/2014 3:47 PM" are also visible.

The main content area is titled "Agreement Non-Project" and "Agreement Number: IGA-14-0003928-1". Below this, there are tabs for "Agreement", "Contacts", "Location", "Budget", "Summary", "Approvals", and "Documents".

The "Agreement" tab is active, showing a form with the following fields:

- Initiated Date: 11/13/2014
- Submitted Date: (empty)
- Executed Date: (empty)
- Last Modified Date: 11/13/2014 3:47:36 PM
- Closed Date: (empty)
- Status: Initiated

Below these are several rows of form fields:

- Agreement Category: IGA
- Agreement Type: Maintenance
- Additional Details Type: Landscape
- Originating Org: JOINT PROJECT ADMINISTRATION
- Information Exchange: No
- Pool Fund: (empty)
- Duration: (empty)
- AG Contract #: (empty)
- Related MOU/Other: (empty)
- Scheduled Close Date: (empty)
- Internal Agreement #: (empty)
- Statutory Type: No
- Certification Acceptance: (empty)
- Abandonment: (empty)
- County: (empty)
- Division Reference #: Enter Division ref
- Program Manager: Korina Lopez
- Org: JOINT PROJECT ADMINISTRATION
- Division: ITD
- Phone: (802) 712-9753
- Mail Drop: 637 E

Below these are checkboxes for "Location Jurisdiction" (Full Right of Way, Location Off A/TIS Map, Not Open to Public Driving, Partial Jurisdiction) and a text area for "Non-Project Type of Work".

At the bottom, there are three sections for "Grant Number", "Comments", and "Admin Notes to Processor", each with a "No records to display" message and an "Add" button.

At the very bottom, there is a "Multiple Agreements" checkbox and buttons for "Submit", "Save Changes", "Delete", and "Cancel Changes".

Non-Project

CLICK on the Contacts tab. Under External Entities enter and select the Entity from the drop-down list, CLICK add. Under Contacts, enter and select Internal Contacts and Contact Types, CLICK add for each one.* Enter and select External Contacts and Contact Types, CLICK add for each one.

The screenshot shows the ADOT Comprehensive Agreement Resource web application. The header includes the ADOT logo, the text "Comprehensive Agreement Resource", a welcome message "Welcome Korina Lopez!", the current environment "TEST", and the date/time "11/14/2014 8:22 AM". The main navigation bar has tabs for "Dashboard", "Reports", "Document Search", and "Administration". The "Administration" tab is active, showing the "Agreement Contact" page. The page has a purple header with "Agreement Contact" and "Agreement Number: IGA-14-0003928-I". Below this is a sub-navigation bar with "Agreement", "Contacts", "Location", "Budget", "Summary", "Approvals", and "Documents". The "Contacts" tab is selected. The "External Entities" section has a "Select an Entity" dropdown and an "Add" button. Below it is a table with columns "Agency", "Code", "Description", and "DUNS #", showing "No entities assigned to Agreement." The "Contacts" section has two dropdowns for "Select Internal Contact" and "Select External Contact", and two dropdowns for "Contact Type", each with an "Add" button. Below these is a table with columns "Name", "Agency", "Email", "Phone", "Fax", and "Contact Type", showing "No contacts assigned to Agreement."

*A Finance contact (PM), a Right-of-Way contact (John Eckhardt) and an Operational Contact (Program Manager) are ALWAYS required in Non-Project Agreement requests.

Non-Project

CLICK on the Location tab. Enter and select all Project location information.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The browser window title is "ADOT - Comprehensive Agreement Resource". The page header includes the ADOT logo, "Welcome Korina Lopez!", and "Current Environment: TEST". The date and time are 11/14/2014 8:32 AM. The navigation menu includes Dashboard, Reports, Document Search, and Administration. The main content area is titled "Agreement Location" and shows the "Location" tab selected. The agreement number is IGA-14-0003928-I. The "State wide" checkbox is checked, and the "MAG Wide" checkbox is unchecked. The "By MilePost" tab is selected, showing fields for Route, Beginning Milepost, Ending Milepost, Beginning Offset, and Ending Offset. The "Select Route" dropdown is open, showing "Select Route". The "Select Begin MP" dropdown is open, showing "XXXXXX". The "Select End MP" dropdown is open, showing "XXXXXX". The "Add Location" button is at the bottom left.

ADOT - Comprehensive Agreement Resource

ADOT Comprehensive Agreement Resource

Welcome Korina Lopez! Current Environment: TEST

11/14/2014 8:32 AM

Dashboard Reports Document Search Administration

Agreement Location

Agreement Number: IGA-14-0003928-I

Agreement Contacts Location Budget Summary Approvals Documents

State wide ☒ Out Of State ☐ MAG Wide ☐

By MilePost By Length By CrossRoad By StatePlane By Latitude/Longitude

Route: * Select Route

Beginning Milepost: * Select Begin MP

Ending Milepost: XXXXXX

Beginning Offset: Select End MP

Ending Offset: XXXXXX

Add Location

Non-Project

CLICK on the Budget tab. Enter and select all Budget information, if applicable.*

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The user is logged in as Korina Lopez, and the current environment is TEST. The application shows the 'Budget' tab for Agreement IGA-14-0003928-1. The 'Budget Details' section includes fields for Loan Indicator, Loan Type, Loan To, Payment Schedule, Special Terms, Financial Reporting Flag, Estimated Design Cost (\$), Estimated Construction Cost (\$), Estimated Total Cost (\$), and Fund Swap. Below this, there are three tables: Federal Aid, State Funding, and Local Funding, each with columns for Type, Amount, Percentage, CFDA Number, NFA Amount, Received Date, and Comment. Each table currently shows 'No records to display' and an 'Add' button. At the bottom, there is a 'Vendors' table with columns for Vendor Name, Vendor Code, Address Index, Address1, Address2, City, State, Zip, and Phone, also showing 'No records to display' and an 'Add Vendor' button.

ADOT - Comprehensive Agreement Resource

Welcome Korina Lopez! Current Environment: TEST

11/14/2014 8:49 AM

Dashboard Reports Document Search Administration

Agreement Budget Agreement Number: IGA-14-0003928-1

Agreement Contacts Location Budget Summary Approvals Documents

Budget Details

Loan Indicator: ☐ Financial Reporting Flag: Select... Save Cancel

Loan Type: Select... Estimated Design Cost (\$): 00000000

Loan To: Enter Loan To Estimated Construction Cost (\$): 00000000

Payment Schedule: Payment Schedule Estimated Total Cost (\$): 00000000

Special Terms: Special Terms Fund Swap: Enter Fund Swap

Federal Aid

Type	Amount	Percentage	CFDA Number	Comment
No records to display.				
+ Add Federal Aid				

State Funding

Type	Amount	Percentage	Comment
No records to display.			
+ Add State Funding			

Local Funding

Entity	Grant Type	Funding Source	Amount	Percentage	NFA Amount	Received Date	Comment
No records to display.							
+ Add Local Funding							

Vendors

Vendor Name	Vendor Code	Address Index	Address1	Address2	City	State	Zip	Phone
No records to display.								
+ Add Vendor								

*Non-Project IGA/JPA requests will not have a budget associated with the Agreement. IGA/JPA's require an ADOT Project No. if there are funds being exchanged.

Non-Project

CLICK on the Summary tab. Review and verify that all information entered is accurate.

ADOT - Comprehensive Agreement Resource

Welcome Korina Lopez! Current Environment: TEST 11/14/2014 9:09 AM

Dashboard Reports Document Search Administration

Agreement Summary Agreement Number: IGA-14-0003928-I

Agreement Contacts Location Budget Summary Approvals Documents

Agreement Summary

Agreement Number:	IGA-14-0003928-I	Class:	Non-Project	Requester:	Korina Lopez
Initiated Date:	11/13/2014	Executed Date:		Processor:	
Submitted Date:		Last Modified Date:	11/14/2014	Closed Date:	
Category:	IGA	Type:	Maintenance	Status:	Initiated
Originating Org:	9170-JOINT PROJECT ADMINISTRATION			Additional Details Type:	Landscape
Internal Agreement #:		AG Contract Number:		Pool Fund:	False
Scheduled Close Date:		Related MOU/Other:		Lead State:	
Statutory Type:	False	Statutory Description:		Duration:	
Certification Acceptance:	False	Abandonment:	False	Information Exchange:	False
ARRA:	False	County:		Superseded By:	
Non-Project Type of Work:				Division Reference #:	
Program Manager:	Korina Lopez	Org:	9170 - JOINT PROJECT ADMINISTRATION	Phone:	602.712.8753
		Division:	ITD - Intermodal Transportation Division	Mail Drop:	637E

External Entities

Agency Name	Code	DUNS #	Description
A LIKELY STORY	2101		WWW.ALIKELYSTORYTSS.COM

Contacts

Name	Agency	Email	Office Phone	Fax	Contact Type
Allan Petrillo	Allan Petrillo - Excalibur Publications	apetrillo@earthlink.net	620.575.9057		Business Contact
Korina Lopez	Intermodal Transportation Division	KLopez2@azdot.gov	602.712.8753	602.712.3132	Finance
Korina Lopez	Intermodal Transportation Division	KLopez2@azdot.gov	602.712.8753	602.712.3132	Operational
Korina Lopez	Intermodal Transportation Division	KLopez2@azdot.gov	602.712.8753	602.712.3132	Right of Way

Location

Route Name	Begin Milepost	Begin Offset	End Milepost	End Offset
Interstate 8	M033	0.0000000000		0.0000000000

Export to PDF

Non-Project

CLICK on the Approvals tab to view Agreement status.

The screenshot shows the ADOT Comprehensive Agreement Resource web application. The browser window title is "ADOT - Comprehensive Agreement Resource". The page header includes the ADOT logo, "Comprehensive Agreement Resource", "Welcome Korina Lopez!", "Current Environment: TEST", and the date/time "11/14/2014 9:16 AM". The navigation menu includes "Dashboard", "Reports", "Document Search", and "Administration". The main content area is titled "Agreement" and "Approval Override". It displays "Agreement Number: IGA-14-0003928-1". Below this, there are tabs for "Agreement", "Contacts", "Location", "Budget", "Summary", "Approvals", and "Documents". The "Approvals" tab is selected. It shows a list of checkboxes for various roles: "Submitter", "Multimodal Planning Division", "Director", "Agreement Administrator Or Processor", "Risk Management", "Finance", and "Infrastructure Protection". Below these checkboxes is a table with the following data:

Status	Executed By	Date	Comment
Initiated	Korina Lopez	11/13/2014	

Non-Project

CLICK on the Documents tab.
Upload exhibits, scope of work and other documents pertaining to the Project.*

The screenshot displays the ADOT Comprehensive Agreement Resource (CAR) web application. The browser address bar shows "ADOT - Comprehensive Agreement Resource". The page header includes the ADOT logo, "Comprehensive Agreement Resource", a welcome message "Welcome Korina Lopez!", the environment "Current Environment: TEST", and the date/time "11/14/2014 9:18 AM". The main navigation bar contains "Dashboard", "Reports", "Document Search", and "Administration". The "Documents" tab is selected under the "Agreement" section. The "Agreement Number" is "IGA-14-0009928-I". The "Documents" sub-tab is active, showing a form with fields for "Document:" (with a "Browse" button), "Document Type:" (a dropdown menu), and "Document Description:". An "Upload" button is located below the "Document Description" field.

*See CAR Manual for detailed instructions for uploading documents.

Non-Project

If all information entered is complete and correct, you are ready to SUBMIT your request. Return to the Agreement tab, CLICK Submit at the bottom right corner of the page.

If you need to make changes or need additional information, CLICK Save Changes, make note of the Agreement Number and return to the Agreement at your convenience. The Agreement must be SUBMITTED before your initiated request can be assigned. As Submitter this is your final step, once the Agreement is submitted you will have read-only access to your Agreement.

Non-Project

When ready to proceed, CLICK Submit. If any required information is missing, you will get an error message. (All errors must be remedied before Agreement submittal will be accepted.) The Agreement request will be sent to the Agreement Administrator for review and approval. If approved, the Agreement will be assigned to a Processor. An e-mail will be auto-generated and sent to the Requestor. The Processor will contact the PM.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The header includes the ADOT logo, a welcome message for Korina Lopez, and the current environment (TEST). The navigation bar shows options like Dashboard, Reports, Document Search, and Administration. The main form is titled 'Agreement Non-Project' and includes a tabbed interface for Agreement, Contacts, Location, Budget, Summary, Approvals, and Documents. The Agreement tab is active, showing fields for Initiated Date, Submitted Date, Executed Date, Last Modified Date, Closed Date, and Status. Below these are sections for Agreement Category, Originating Org, Duration, Scheduled Close Date, Statutory Type, Certification Acceptance, County, Program Manager, Location Jurisdiction, and Non-Project Type of Work. There are also sections for Grant Number, Comments, and Admin Notes to Processor. The form is populated with test data, including 'IGA-14-0003928-1' for the Agreement Number and 'JOINT PROJECT ADMINISTRATION' for the Program Manager. The bottom of the form has buttons for Submit, Save Changes, Delete, and Cancel Changes.

Non-Project

ADOT Comprehensive Agreement Resource

Welcome Korina Lopez! Current Environment: TEST

11/14/2014 10:23 AM

Dashboard Reports Document Search Administration

Agreement Non-Project Agreement Number: IGA-14-0003928-1

Agreement Contacts Location Budget Summary Approvals Documents

Initiated Date: 11/13/2014 Executed Date: Closed Date: Submitted Date: 11/14/2014 9:07:08 AM Last Modified Date: Status: 11/14/2014

Agreement Category: IGA Agreement Type: Maintenance Additional Details Type: Landscape

Originating Org: JOINT PROJECT ADMINISTRATION Information Exchange: No Pool Fund: ☐

Duration: AO Contract #: Related MOU/Other: Internal Agreement #:

Scheduled Close Date: Statutory Type: No Certification Acceptance: ☐ Abandonment: ☐

County: Division Reference #: Enter Division ref

Program Manager: Korina Lopez Org: JOINT PROJECT ADMINISTRATION Division: ITD Phone: (602) 712-8763 Mail Drop: 637 E

Location Jurisdiction: ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Open to Public Driving ☐ Partial Jurisdiction

Non-Project Type of Work:

Grant Number

No records to display. Add Grant Number

Comments

No records to display. Add Comment

Admin Notes to Processor

No records to display. Add Admin Notes to Processor

Multiple Agreements: ☐

Submit Save Changes Delete Cancel Changes

To Initiate and Submit a PROJECT Agreement continue with the following steps.

Project

Once the Project number is entered
CLICK Add Agreement.

The screenshot shows a web browser window with the title "ADOT - Comprehensive Agreement...". The browser's address bar and navigation icons are visible at the top. The application header features the ADOT logo, the text "Comprehensive Agreement Resource", a welcome message "Welcome Anita Colebrooke!", the current environment "Production", and the date/time "7/22/2014 12:35 PM". A navigation bar includes "Dashboard" and "Document Search" tabs. The main content area is titled "Add New Agreement" and contains three panels:

- ADOT Project Number Agreements**: Includes a label "ADOT Project Number:", a dropdown menu showing "SZ03403D", and an "Add Agreement" button.
- Non ADOT Project Number Agreement**: Includes an "Add Agreement" button.
- Datalink Agreement**: Includes a label "Datalink Company:", a dropdown menu showing "Company Name", and an "Add Agreement" button.

The browser's status bar at the bottom shows "Done", "Local intranet", and a zoom level of "125%".

Project

CLICK on the Agreement Category and select type of Agreement from the drop-down list. (All fields with a red asterisk are required fields.)

The screenshot shows a web-based form titled "Project Agreement". The form is divided into several sections. At the top, there are three tabs: "Agreement", "Project", and "Agreement" (the last one is highlighted). Below the tabs, there are three rows of date and status fields: "Initiated Date:", "Executed Date:", "Closed Date:", "Submitted Date:", "Last Modified Date:", and "Status:". Below these, there are three rows of required fields (marked with a red asterisk): "Agreement Category:" (with a dropdown menu), "Agreement Type:" (with a dropdown menu showing "Agreement Type"), and "Additional Details Type:" (with a dropdown menu showing "Additional Details"). Below these, there are three rows of fields: "Originating Org:" (with a dropdown menu showing "CON", "ECS", "GEN", "GRT", "IGA", "ISA", "JPA", "LA/LOI", "LES", "LIC", "LON", "MOA", "MOU", "URR"), "Information Exchange:" (with a dropdown menu showing "Please select..."), and "Pool Fund:" (with a checkbox). Below these, there are three rows of fields: "Duration:" (with a text input), "AG Contract #:" (with a text input), and "Internal Agreement #:" (with a text input). Below these, there are three rows of fields: "Scheduled Close Date:" (with a date picker), "Related MOU/Other:" (with a text input), and "Abandonment:" (with a checkbox). Below these, there are three rows of fields: "Statutory Type:" (with a dropdown menu showing "ect..."), "Certification Acceptanc:" (with a checkbox), and "Location Off ATIS Map:" (with a checkbox). Below these, there are three rows of fields: "Location Jurisdiction:" (with a dropdown menu showing "Full Right of Way", "Location Off ATIS Map", "Not Open to Public Driving", "Partial Jurisdiction"), "Full Right of Way:" (with a checkbox), "Not Open to Public Driving:" (with a checkbox), and "Partial Jurisdiction:" (with a checkbox). At the bottom right, there are two buttons: "Initiate" and "Cancel Changes".

Project Agreement

Agreement Project Agreement

Initiated Date: Executed Date: Closed Date:

Submitted Date: Last Modified Date: Status:

* Agreement Category: * Agreement Type: Agreement Type * Additional Details Type: Additional Details

* Originating Org: CON ECS GEN GRT IGA ISA JPA LA/LOI LES LIC LON MOA MOU URR

Duration: AG Contract #: Information Exchange: Please select... Pool Fund: ARRA:

Scheduled Close Date: Related MOU/Other: Internal Agreement #:

Statutory Type: ect... Abandonment:

Certification Acceptanc: Location Off ATIS Map: Not Open to Public Driving: Partial Jurisdiction:

Location Jurisdiction: Full Right of Way: Location Off ATIS Map: Not Open to Public Driving: Partial Jurisdiction:

Initiate Cancel Changes

Project

CLICK on Agreement Type, CLICK the type of Project from the drop-down list.

The screenshot shows a web application window titled "Project". The main content area is titled "Agreement Project" and "Agreement". It contains several input fields and dropdown menus. The "Agreement Type" dropdown menu is open, showing a list of project types. The "Additional Details Type" dropdown menu is also open, showing "Additional Details". The "ARRA" checkbox is checked. The "Location Jurisdiction" section has two checkboxes: "Full Right of Way" and "Location Off ATIS".

Project

Agreement Project

Agreement

Initiated Date: Executed Date: Closed Date:

Submitted Date: Last Modified Date: Status:

* Agreement Category: JPA

* Agreement Type: Design, Construction, Maintenance

* Additional Details Type: Additional Details

* Originating Org: 9170 JOINT PROJE

* Information Exchange

ARRA: ☒

Duration:

Scheduled Close Date:

Statutory Type: Please select...

Certification Acceptance: ☐

Abandonment: ☐

Location Jurisdiction: ☒ Full Right of Way ☐ Location Off ATIS

nt #:

Initial Jurisdiction

Initiate Cancel Changes

Design, Construction, Maintenance

DLTP

Drainage

Enforcement

Government Non-Arizona State

Government-Arizona State

Highway

Landscape

Lease

Local Government Pass Through

Maintenance

Mitigation

MPD-Pass Through

MVD (Datalink)

MVD (EDS)

Other

Railroad

Right Of Way

Project

CLICK on Additional Details and select specific details form the drop-down list.

The screenshot shows a web application window titled "Project". The interface has a teal header bar with "Dashboard" and "Document Search" tabs. Below the header, the main content area is purple and contains the following elements:

- Agreement Project Agreement** (Section Header)
- Metadata Fields:**
 - Initiated Date, Executed Date, Closed Date
 - Submitted Date, Last Modified Date, Status
- Form Fields:**
 - * Agreement Category: JPA (dropdown)
 - * Agreement Type: Design, Construct (dropdown)
 - * Additional Details Type: Design (dropdown with open list)
 - * Originating Org: 9170 JOINT PROJE (dropdown)
 - * Information Exchange: No (dropdown)
 - Duration: (text input)
 - AG Contract #: (text input)
 - Scheduled Close Date: (text input with calendar icon)
 - Related MOU/Other: (text input)
 - Statutory Type: Please select... (dropdown)
 - Certification Acceptance: ☐
 - Abandonment: ☐
 - Location Jurisdiction: ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Open to Public

The "Additional Details Type" dropdown menu is open, showing a list of options: Design, Design Review, Design/Construct, Economic Strength Program, Enhancements, Environmental, HSIP, HURF, Landscape, Other, Planning, Rail, Research, and S. L. S. C. M.

Project

CLICK on Originating Org and select your Org from the drop-down list.

The screenshot shows a web-based form titled "Project Agreement". A dropdown menu is open for the "Originating Org" field, displaying a list of project codes and descriptions. The form includes various input fields for dates, durations, and contract information, as well as checkboxes for certification and location jurisdiction. The "Initiate" and "Cancel Changes" buttons are at the bottom right.

Project Agreement

Project

Agreement

Initiated Date:

Submitted Date:

* Agreement Category:

* Originating Org: 9170 JOINT PROJ

Duration:

Scheduled Close Date:

Statutory Type:

Certification Acceptance: ☐

Location Jurisdiction: ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Open to Public Driving ☐ Partial Jurisdiction

9222 TRANS. ENHANCEMENT BYWAYS
9223 PROJ MGMT LOCAL GOVT CONS
9235 PROJ MGMT GRP-CONST CHRGS
9250 VALLEY PROJ MGMT INDIRECT
9252 VALLEY PROJ MGMT RARF
9270 REGIONAL FREEWAY SYSTEM
9276 REGIONAL FREEWAY SYS-PS&ERE
9300 RIGHT OF WAY GROUP
9310 R/W FISCAL SECT
9340 R/W PLANS SECT 1
9370 R/W URBAN ACQUISITION SECT
9375 R/W GROUP CONST CHRGS

Information Exchange:

AG Contract #:

Related MOU/Other:

Abandonment: ☐

Closed Date:

Status:

* Additional Details Type:

Pool Fund: ☐ ARRA: ☐

Internal Agreement #:

Initiate Cancel Changes

Project

CLICK on the Information Exchange and select 'NO'. (Only Datalink Agreements exchange information.)

The screenshot shows a web application window titled "Project" with a sub-header "Agreement Project". The "Agreement" tab is selected. The form contains the following fields and options:

- Initiated Date:** [Empty text box]
- Executed Date:** [Empty text box]
- Closed Date:** [Empty text box]
- Submitted Date:** [Empty text box]
- Last Modified Date:** [Empty text box]
- Status:** [Empty text box]
- * Agreement Category:** JPA (dropdown menu)
- * Agreement Type:** Design, Construct (dropdown menu)
- * Additional Details Type:** Additional Details (dropdown menu)
- * Originating Org:** 9170 JOINT PROJE (dropdown menu)
- * Information Exchange:** No (dropdown menu, highlighted with a tooltip that reads "Is data being received or sent to another organization as part of this agreement?")
- Pool Fund:** ☐
- ARRA:** ☐
- Duration:** [Empty text box]
- AG Contract #:** [Empty text box]
- Related MOU/Other:** [Empty text box]
- Internal Agreement #:** [Empty text box]
- Scheduled Close Date:** [Empty text box with calendar icon]
- Statutory Type:** Please select... (dropdown menu)
- Certification Acceptance:** ☐
- Abandonment:** ☐
- Location Jurisdiction:** ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Open to Public Driving ☐ Partial Jurisdiction

Buttons at the bottom right: **Initiate** and **Cancel Changes**.

Project

CLICK the Initiate button at bottom right corner of page.

The screenshot shows a web application window titled "Project". Inside, there's a section labeled "Project Agreement". The form contains several input fields and checkboxes. At the bottom right, there are two buttons: "Initiate" and "Cancel Changes".

Project Agreement

Initiated Date:	Executed Date:	Closed Date:
Submitted Date:	Last Modified Date:	Status:

* Agreement Category: JPA

* Agreement Type: Design, Construct

* Additional Details Type: Design

* Originating Org: 9170 JOINT PROJE

* Information Exchange: No

Pool Fund: ☐ ARRA: ☐

Duration:

AG Contract #:

Scheduled Close Date:

Related MOU/Other:

Internal Agreement #:

Statutory Type: Please select...

Certification Acceptance: ☐ Abandonment: ☐

Location Jurisdiction: ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Open to Public Driving ☐ Partial Jurisdiction

Initiate Cancel Changes

Project

After clicking Initiate, an Agreement number is assigned (see middle of page) and a list of tabs is added.

The screenshot shows a web browser window with the address bar displaying 'Project'. The page header includes the ADOT logo, 'Comprehensive Agreement Resource', a welcome message for Anita Colebrooke, the current environment 'Production', and the date/time '7/22/2014 1:24 PM'. Below the header, there are tabs for 'Dashboard' and 'Document Search'. The main content area is titled 'Agreement Project' and displays the 'Agreement Number: JPA-14-0004574-I'. A series of tabs are visible: 'Agreement', 'Contacts', 'Project', 'Budget', 'Summary', 'Approvals', 'Advantage Search', and 'Documents'. The 'Agreement' tab is active, showing a form with the following fields:

Initiated Date:	7/22/2014	Executed Date:		Closed Date:	
Submitted Date:		Last Modified Date:	7/22/2014 1:23:54 PM	Status:	Initiated

Below the table, there are several form fields:

- * Agreement Category: JPA (dropdown)
- * Agreement Type: Design, Construct (dropdown)
- * Additional Details Type: Design (dropdown)
- * Originating Org: 9170 JOINT PROJE (dropdown)
- * Information Exchange: No (dropdown)
- Pool Fund: ☐ ARRA: ☐
- Duration:
- AG Contract #:
- Scheduled Close Date: (calendar icon)
- Related MOU/Other:
- Internal Agreement #:

Project

Enter pertinent Project details in the
'Comments' section.

Project

ADOT Comprehensive Agreement Resource

Welcome Korina Lopez!

Current Environment: Production

12/4/2014 9:08 AM

Dashboard Document Search Administration

Agreement Project Agreement Number: JPA-14-0004574-1

Agreement Contacts Project Budget Summary Approvals Advantage Search Documents

Initiated Date: 7/22/2014 Executed Date: Closed Date: Submitted Date: Last Modified Date: 7/22/2014 3:53:57 PM Status: Initiated

* Agreement Category: JPA * Agreement Type: Design, Construction, Maintenance * Additional Details Type: Design

* Originating Org: SUTTO JCDT PROJECT ADMINIST * Information Exchange: No Pool Fund: ARRA:

Duration: AG Contract #: Related MOU/Other: Internal Agreement #:

Scheduled Close Date: 9/30/2014 Statutory Type: No Certification Acceptance: Abandonment:

Location Jurisdiction: ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Open to Public Driving ☐ Partial Jurisdiction

Grant Number

No records to display.

+ Add Grant Number

Comments

Comment JPA Test X

+ Add Comment

Admin Notes to Processor

No records to display.

+ Add Admin Notes to Processor

Multiple Agreements: ☐

Submit Save Changes Delete Cancel Changes

Project

CLICK on the Contacts tab. Under External Entities enter and select the Entity from the drop-down list, CLICK add. Under Contacts, enter and select Internal Contacts and Contact Types, CLICK add for each one.* Enter and select External Contacts and Contact Types, CLICK add for each one.

*A Finance contact (PM) and a Right-of-Way contact (John Eckhardt) are ALWAYS required in Project Agreement requests.

Project

CLICK on the Project tab.

This information will be pulled from the AIDW. Enter 'Administering Information'. Enter other information if available.

The screenshot displays the 'Project' tab of the ADOT - Comprehensive Agreement... web application. The interface includes a navigation bar with tabs: Agreement, Contacts, Project, Budget, Summary, Approvals, Advantage Search, and Documents. The 'Project' tab is active, showing details for Agreement Number JPA-14-0004574-I.

Table: Add Another Project

Adot Project #	Route Name	Begin Milepost	Milepost Offset	Project Length Miles
SZ03403D	Unknown	00000	0	11

Details of Adot Project # SZ03403D

Federal Aid #: HOL-0(200)A
COG Name: Northern Arizona Council of Governments
STIP year:
STIP Number:
ARRA Funded: ☐
Indemnification & Ins Reqs: ☐
Project In Litigation: ☐

Bid Due Date:
Project Closed Date:
Final Estimate Date:
Final Voucher Date:
County: Statewide
Advertisement: 7/31/2014
Date:
Division Reference #:

Project Manager:
Name: Aszita Mansor
Department: Development
Division: Intermodal Transportation Division
Section: Project Management
Phone: (602) 712-6961
Mail Drop: 614E

Administering Information

Construction: FHWA
Design: ADOT
Maintenance: ☒ ADOT
☐ Local
Right Of Way: ADOT
Parcel Number:

Type Of Work: SYSTEM PRESERVATION (ENGINEERING)
Work Description: Design Phase
Project Description: CITY OF HOLBROOK, MCCLAWS RD

Advantage Contract Number

Contract Number
No records to display.

Add Advantage Contract

Project

CLICK on the Budget tab.

Enter funding information for EACH phase by clicking on the appropriate phase (Design/Construction), if applicable.*

The screenshot displays the ADOT Comprehensive Agreement system interface. The browser title is "ADOT - Comprehensive Agreement...". The interface has a teal header with "Dashboard" and "Document Search" tabs. Below this, the "Agreement" section shows "Budget" as the active tab, with "Agreement Number: JPA-14-0004574-I". A navigation bar includes "Agreement", "Contacts", "Project", "Budget" (selected), "Summary", "Approvals", "Advantage Search", and "Documents".

The "Projects" table is visible:

ADOT Project #	Route Name	Begin mile post	Offset	Project Length
SZ03403D	Unknown	00000	0	1.1

The "Budget Details" section contains the following fields:

- Loan Indicator: ☐
- Loan Type:
- Loan To:
- Payment Schedule:
- Special Terms:
- Financial Reporting Flag:
- Estimated Design Cost (\$):
- Estimated Construction Cost (\$):
- Estimated Total Cost (\$):
- Fund Swap:

Buttons for "Save" and "Cancel" are located to the right of the cost fields.

The "Federal Aid" table is at the bottom:

Type	Amount	Percentage	CFDA Number	Comment
------	--------	------------	-------------	---------

*Do not combine phases, include only design funding under Design and construction funding under Construction. Do not enter commas and/or decimals.

Project

(Budget tab cont.)

Enter funding responsibility information, as required, for each phase and for each participating agency. **CLICK** on each ADOT Project No. and enter the funding for that phase only. If multiple phases exist, do the same for each. Select the CFDA No. from the drop-down, typically 20.205 for design and construction Projects.

The screenshot shows the ADOT Comprehensive Agreement Resource web application. The main page has a header with the ADOT logo, a welcome message for Anita Colebrooke, and a navigation bar with 'Dashboard' and 'Document Search' tabs. The 'Budget' tab is selected, showing a table of ADOT Projects. A modal dialog box titled 'Add Federal Aid' is open, allowing users to enter funding details for a selected project. The dialog includes fields for Type (FHWA), Amount (\$), Percentage, CFDA Number (20.205), and a Comment field. There are 'Insert' and 'Cancel' buttons at the bottom of the dialog.

ADOT Project #	Route
\$203403D	Unknown

Loan Indicator	Financial Reporting Flag	Estimated Design Cost (\$)	Estimated Construction Cost (\$)	Estimated Total Cost (\$)	Fund Swap
	Receivable	30,000	560,800	590,800	Enter Fund Swap

The screenshot shows the ADOT Comprehensive Agreement Resource web application, specifically the 'Federal Aid' section. It displays a table with columns for Type, Amount, Percentage, CFDA Number, and Comment. A modal dialog box titled 'Add Local Funding' is open, allowing users to enter funding details for a selected project. The dialog includes fields for Entity (Sedona City of), Grant Type (N/A), Funding Source (Cash), Amount (\$), Percentage, Local Match NFA, and a Comment field. There are 'Insert' and 'Cancel' buttons at the bottom of the dialog.

Type	Amount	Percentage	CFDA Number	Comment
FHWA				
+ Add Federal Aid				
+ Add State Funding				
+ Add Local Funding				
+ Add Vendor				

Entity	Grant Type
Sedona City of	N/A

Project

CLICK on the Summary tab.
Review and verify that all information
entered is accurate.

ADOT - Comprehensive Agreement...

Agreement
Summary

Agreement Number:
JPA-14-0004574-I

Agreement | Contacts | Project | Budget | **Summary** | Approvals | Advantage Search | Documents

Agreement Summary

Agreement Number:	JPA-14-0004574-I	Class:	Project	Requester:	
Initiated Date:	7/22/2014	Executed Date:		Processor:	
Submitted Date:		Last Modified Date:	7/22/2014	Closed Date:	
Category:	JPA	Type:	Design, Construction, Maintenance	Status:	
Originating Org:	9170-JOINT PROJECT ADMINISTRATION			Additional Details Type:	
Internal Agreement #:		AG Contract Number:		Pool Fund:	
Scheduled Close Date:	9/30/2014	Related MOU/Other:		Lead State:	
Statutory Type:	False	Statutory Description:		Duration:	
Certification Acceptance:	False	Abandonment	False	Information Exchange:	
ARRA:	False			Superseded By:	

Comment: JPA Test

External Entities

Agency Name	Code	DUNS #	Description
Sedona City of	S046516	832079032	City of Sedona

Project

CLICK on the Approvals tab to view Agreement status.

The screenshot shows a web browser window with the title "ADOT - Comprehensive Agreement...". The page header includes the ADOT logo, "Comprehensive Agreement Resource", and a welcome message for Anita Colebrooke. The current environment is "Production" and the date/time is 7/25/2014 2:27 PM. The main content area has tabs for "Dashboard" and "Document Search". Under "Document Search", there is a section for "Agreement Approval Override" with the "Agreement Number: JPA-14-0004574-I". Below this, there are several checkboxes for roles: Submitter, Agreement Administrator Or Processor, Finance, Multimodal Planning Division, Risk Management, Infrastructure Protection, and Director. At the bottom, there is a table with columns: Status, Executed By, Date, and Comment.

Status	Executed By	Date	Comment
Initiated	Anita Colebrooke	7/22/2014	

Project

CLICK on the Advantage Search tab to view Project Budget information.

The screenshot shows the ADOT Comprehensive Agreement Resource web application. The top navigation bar includes the ADOT logo, a welcome message for Anita Colebrooke, the current environment (Production), and the date/time (7/25/2014, 2:28 PM). Below the navigation bar, there are tabs for Dashboard and Document Search. The main content area is titled 'Agreement' and 'Advantage Search - PRBL'. It displays the Agreement Number: JPA-14-0004574-I. Below this, there are tabs for Agreement, Contacts, Project, Budget, Summary, Approvals, Advantage Search, and Documents. The 'Advantage Search' tab is selected, showing a table with columns: Adot Project #, Route Name, Begin mile post, Offset, and Project Length. The table contains one row: SZ03403D, Unknown, 00000, 0, 1.1. Below the table, there is a section titled 'Project Budget Line' which displays various budget details in a table format.

Adot Project #	Route Name	Begin mile post	Offset	Project Length
SZ03403D	Unknown	00000	0	1.1

Project Budget Line							
Agency :	5	Project #:	SZ034 03 D	Original Budget:	\$117,312	Expensed Amount:	\$51,456
Status:	O	Authorization Date:	20120921	Current Budget:	\$117,312	Project Charges :	\$114
PZ Indicator:	Y	Payroll Allowed :	Y	Encumbered Amount	\$50,256	Available Budget:	\$15,486
Fund Edit:	Y	Federal Sequence:	200	Expended Amount:	\$51,456	ITD Budget:	\$117,312
Location Description:	CITY OF HOLBROOK, MCLAWS RD						

Project

CLICK on the Documents tab.
Upload exhibits, scope of work and other documents pertaining to the Project.*

The screenshot shows a web browser window with the title "ADOT - Comprehensive Agreement...". The page header includes the ADOT logo, "Comprehensive Agreement Resource", a welcome message "Welcome Anita Colebrooke! Current Environment: Production", and the date/time "7/22/2014 2:25 PM". Below the header, there are two tabs: "Dashboard" and "Document Search". The "Document Search" tab is active, displaying a form for searching and uploading documents. The form has a purple header with "Agreement Documents" and "Agreement Number: JPA-14-0004574-I". Below this, there are several tabs: "Agreement", "Contacts", "Project", "Budget", "Summary", "Approvals", "Advantage Search", and "Documents". The "Documents" tab is selected. The form contains three input fields: "Document : *" with a "Browse..." button, "Document Type : *" with a dropdown menu, and "Document Description :". An "Upload" button is located at the bottom of the form.

ADOT - Comprehensive Agreement...

ADOT Comprehensive Agreement Resource

Welcome Anita Colebrooke! Current Environment: Production

7/22/2014 2:25 PM

Dashboard Document Search

Agreement Documents

Agreement Number: JPA-14-0004574-I

Agreement Contacts Project Budget Summary Approvals Advantage Search Documents

Document : * Browse...

Document Type : *

Document Description :

Upload

*See CAR Manual for detailed instructions for uploading documents.

Project

If all information entered is complete and correct, you are ready to SUBMIT your request. Return to the Agreement tab, CLICK Submit at the bottom right corner of the page.

If you need to make changes or need additional information, CLICK Save Changes, make note of the Agreement Number and return to the Agreement at your convenience. The Agreement must be SUBMITTED before your initiated request can be assigned. As Submitter this is your final step, once the Agreement is submitted you will have read-only access to your Agreement.

Project

When ready to proceed, CLICK Submit. If any required information is missing, you will get an error message. (All errors must be remedied before Agreement submittal will be accepted.) The Agreement request will be sent to the Agreement Administrator for review and approval. When approved, the Agreement will be assigned to a Processor. An e-mail will be auto-generated and sent to the Requestor. The Processor will contact the PM.

The screenshot displays the ADOT Comprehensive Agreement Resource web application. The header includes the ADOT logo, a welcome message for Korina Lopez, and the current environment (TEST). The navigation bar shows options like Dashboard, Reports, Document Search, and Administration. The main form is titled 'Agreement Non-Project' and includes tabs for Agreement, Contacts, Location, Budget, Summary, Approvals, and Documents. The form contains various input fields for dates, times, and status, as well as dropdown menus for categories and types. A 'Submit' button is located at the bottom right of the form.

Non-Project

ADOT Comprehensive Agreement Resource

Welcome Korina Lopez!

Current Environment: TEST

11/14/2014 10:23 AM

Dashboard Reports Document Search Administration

Agreement Non-Project

Agreement Number: IGA-14-0003928-I

Agreement Contacts Location Budget Summary Approvals Documents

Initiated Date: 11/13/2014 Executed Date: Closed Date:

Submitted Date: Last Modified Date: 11/14/2014 9:17:28 AM Status: IN PROGRESS

* Agreement Category: IGA * Agreement Type: Maintenance * Additional Details Type: Landscape

* Originating Org: JOINT PROJECT ADMINISTRATION * Information Exchange: No Pool Fund: ☐

Duration: AO Contract #: Related MOU/Other: Internal Agreement #:

Scheduled Close Date: Statutory Type: No

Certification Acceptance: ☐ Abandonment: ☐

County: County Division Reference #: Enter Division ref

* Program Manager: Korina Lopez Org: JOINT PROJECT ADMINISTRATION Division: ITD Phone: (602) 712-8763 Mail Drop: 637 E

Location Jurisdiction: ☐ Full Right of Way ☐ Location Off ATIS Map ☐ Not Opens to Public Driving ☐ Partial Jurisdiction

Non-Project Type of Work:

Grant Number

No records to display.

+ Add Grant Number

Comments

No records to display.

+ Add Comment

Admin Notes to Processor

No records to display.

+ Add Admin Notes to Processor

Multiple Agreements: ☐

Submit Save Changes Delete Cancel Changes

If you have any questions, contact the JPA office.

Joint Project Administration

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